



FY 2006 *Preserve America*  
Historic Preservation Fund Grants to Preserve and  
Promote America's Heritage and Cultural Assets

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages plus one (1) additional photocopy of this page for each project. See additional mailing instructions on the last page of the application form.

**1. GENERAL PROJECT INFORMATION**

**Descriptive Project Title** (10 words or less) \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_  
(Provide the name of the community, local government, Tribe, or SHPO applying for the grant)

**Type of Applicant** (Select all that apply)

- ☐ **Preserve America Community**    ☐ **Preserve America Neighborhood**    ☐ **SHPO**  
☐ **THPO**    ☐ **CLG** (must be in the process of applying for *Preserve America* designation or already designated)

**Is your community in a designated National Heritage Area?** ☐ **Yes**    ☐ **No**

**Is your Resolution of Support included?** ☐ **Yes**    ☐ **No** (Note: all cities, counties, towns, neighborhoods, and THPOs must include a resolution of support from their city/town/county councils or appropriate governing body.)

**Project Category:** (Select only one)

**Research/Documentation** ☐    **Interpretation/Education** ☐    **Planning** ☐    **Marketing** ☐    **Training** ☐

**Amount Requested (Federal Share) \$** \_\_\_\_\_ **TOTAL Project Cost \$** \_\_\_\_\_

**U.S. Congressional District(s)** \_\_\_\_\_ **Name of U.S. Representative(s)** \_\_\_\_\_

**2. APPLICANT CONTACT INFORMATION**

**Contact Person** \_\_\_\_\_ **Title** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone** (    )    -    **FAX Number** (    )    -    **E-mail** \_\_\_\_\_

**3. SIGNATURE OF AUTHORIZING OFFICIAL** (The applicant's authorizing official must sign and date this form.  
Original copy must have an original signature and be in ink.)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name and Title** \_\_\_\_\_

#### 4. PROJECT SUMMARY

**A. Briefly summarize your project emphasizing the primary objectives and results.**

(Your summary must fit in the space provided. Use at least a 10 point font.)

#### 5. PROJECT DESCRIPTION AND BUDGET

Describe your project by answering the questions that follow. Applicants are strongly encouraged to provide answers in the spaces provided

- A. How will the proposed project advance the community's heritage tourism goals and help preserve their historic resources and cultural assets?** Make sure to describe historic resources affected by the project, including whether they are listed in the National Register of Historic Places and/or designated at the State or local level.

**B. Project Objectives.**

- **Why is the proposed project the most appropriate action or strategy for the promotion of heritage tourism and economic development at this time? Is this project the next logical step, and how does it contribute to the long-range preservation and tourism goals of the community?** (Describe/specify how the project meets the goals of the local or statewide preservation plan, heritage tourism plan, or plan for an existing heritage area. Identify the source of the community's long-range goals and when they were developed and adopted by the community. )
  
- **Describe the public-private partnerships involved in the project and how will this partnership be sustained to continue to support the resource(s) after the grant project is complete? How will the public be actively involved in the project?** Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations directly involved in the project (see guidelines for more information regarding partnership documentation).

<b>PARTNER</b>	<b>CONTRIBUTION</b>
•	
•	
•	
•	

**C. Project Activities.** Describe the project activities necessary to achieve the Project Objectives? List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

**D. Timeline.** List and describe the project tasks, personnel responsible for, and schedule. All grant activities must be accomplished within the grant period of generally one to two years. Timeline may be attached as a separate page.

**E. Personnel & Consultant Qualifications.** List the project personnel that will administer and any consultants that will be hired to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project. Describe the criteria that will be used to competitively select consultants for their services. ***All Federal grants require consultants to be competitively selected*** (please see page 3 the guidelines for more information).

**F. What are the sources of the non-federal match?**

List the **secured** sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants may not be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal match must be used during the grant period to execute the project. If the match is **not secured**, explain how it will be raised.

**G. Budget.** The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project. Outline the project budget in the form below; add additional lines in a category as needed. Each cost item must clearly show how the total charge for that item was determined. All major costs must be listed, and all cost items should be explained in the narrative of the application. The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe a total of \$60,000 in costs/work). All non-Federal match must be cash expended or services donated during the grant period, not before, which is generally 1 to 2 years. If you have any questions about cost categories, or how to formulate some of your budget items, please email [NPS\\_PreserveAmerica@nps.gov](mailto:NPS_PreserveAmerica@nps.gov).

**1. Personnel.** Provide the names and titles of key project personnel. Include only the percentage of time used on the project. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share. Please consult page 3 of the guidelines for more information on allowable personnel costs.

Name/Title of Position	Wage or Salary	Federal Grant Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**2. Fringe Benefits.** If more than one rate is used, list each rate and the wage or salary base.

Rate	Salary or Wage Base	Federal Grant Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**3. Consultant Fees.** Include payments for professional and technical consultants participating in the project. Please consult page 3 of the guidelines for more information on allowable consultant costs.

Name and Type of Consultant	# of Days	Rate of Compensation	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
<b>Subtotal</b>			\$	\$	\$

**4. Travel and Per Diem.** Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	Federal Grant Funds	Match/ Cost Share (if any)	Total
					\$	\$	\$
<b>Subtotal</b>					\$	\$	\$

**5. Office Supplies and Materials.** Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in Equipment - Category 6.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**6. Equipment.** List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**7. Other (specify).**

Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total
	\$	\$	\$	\$
<b>Subtotal</b>		\$	\$	\$

**8. Indirect Costs.** If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. A copy of your most recent indirect cost rate must be attached, if indirect costs will be requested. Only indirect costs up to 25% of the grant may be charged to the grant. \*

* The Direct Costs from items 1 -- 7 to which the indirect cost rate applies	Current Approved Indirect Cost Rate Percentage (%)	Indirect Cost Rate Amount
\$	%	\$

- NOTE: Indirect costs may be applied only to eligible direct costs in accordance with your Federally approved rate. Most indirect cost rates exclude contracts or pass-through funds above a certain amount. Please check your rate and apply it accordingly. If you have any questions about your indirect costs, contact (202) 354-2020.

**BUDGET SUMMARY**

Enter category totals here

Category	Federal Grant Funds	Match/Cost Share	Total
<b>1. Personnel</b>	\$	\$	\$
<b>2. Fringe Benefits</b>	\$	\$	\$
<b>3. Consultant Fees</b>	\$	\$	\$
<b>4. Travel and Per Diem</b>	\$	\$	\$
<b>5. Supplies and Materials</b>	\$	\$	\$
<b>6. Equipment</b>	\$	\$	\$
<b>7. Other</b>	\$	\$	\$
<b>8. Indirect Costs</b>	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$

Applications must be received by 5 PM Eastern Standard Time,  
**Friday, May 19, 2006**  
**This is NOT a postmark deadline**

#### **APPLICATION SUBMISSION**

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

#### **YOU MUST SUBMIT:**

- (1) original and seven (7) copies – a total of 8 – complete application packages.
- One (1) additional photocopy of page one of the application.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original must be secured with a binder clip.
- Each copy must be **securely** held together with a staple or binder clip; do **not** use pocket folders, notebooks, or ring-binders.

#### **A complete application package includes:**

- Application on 2006 form.
- Authorizing Official signature.
- Timeline for project completion.
- Detailed budget.
- Resolution of Support.
- Necessary supplemental information to explain the project (photographs, maps, documentation of public/private partners, etc.)

**PLEASE NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.**

#### **SEND APPLICATIONS TO:**

(Please address all support letters to the address below, attn: Hampton Tucker; Chief, Historic Preservation Grants Division – they must accompany the grant application or they will not be considered)

*Preserve America Grants*  
National Park Service  
1201 “Eye” Street, NW  
6<sup>th</sup> Floor (ORG. 2256)  
Washington, DC 20005